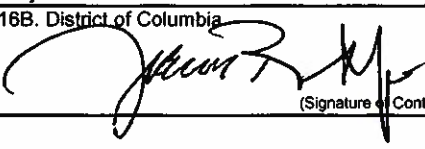


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 7	
2. Amendment/Modification Number 001		3. Effective Date See 16C		4. Requisition/Purchase Request No.	
5. Caption Disaster Recovery Plan					
6. Issued By: OFFICE OF PROCUREMENT DISTRICT OF COLUMBIA PUBLIC LIBRARY 901 G Street, N.W. 4th Floor Washington, D.C. 20001		7. Administered By (If other than line 6)			
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)		9A. Amendment of Solicitation No.			
		9B. Dated:			
		10A. Modification of Contract/Order No. DCPL-2009-RFP-0011			
		10B. Dated (See Item 13) 3/13/2009			
Code		Facility			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority)					
The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 CRM, Chapter 36, Section 3605.1c					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return <u>one</u> copies to the issuing office.					
14. Description of amendment/modification					
<p>Page 5, Receipt of Proposals Delete Monday, March 16, 2009 in it's entirety and substitute Wednesday, March 18, 2009.</p> <p>Page 5, Questions About The Solicitation Please see the attached answers to questions submitted.</p> <p>ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.</p>					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer Wayne Minor			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)	
				16C. Date Signed 3-13-09	



SUBJECT: Questions and Answers Pertaining to DCPL-2009-R-0011
CAPTION: Disaster Prevention and Recovery Plan for Special Collections

- Q1.** How many buildings house special collections? Are there parts of these collections at each of the 22 branches?
- A1.** The Contractor is to assume that special collections exist at approximately ten (10) branches.
- Q2.** Can you please explain in more detail your requirements and scope pertaining to assessing insurance needs and recommending insurers? Is it your expectation that Protiviti will deliver a comprehensive set of loss control criteria typically used by an insurance underwriter to assess risk, or are you requesting something more general that identifies applicable insurance products that The Library will need to consider when evaluating potential insurers?
- A2.** A comprehensive set of loss control criteria typically used by an insurance underwriter to assess risk would be ideal. However, DCPL will entertain a more generalized criteria to afford the Library grader fiscal options.
- Q3.** Considering the confidentiality of planning documentation, what is the expected process to review sample plans? Is the library willing to sign a non disclosure agreement (NDA)?
- A.3** Sample plans will not be disclosed to unauthorized personnel. DCPL will not be signing a non-disclosure agreement.
- Q4.** What would the library need to know to evaluate the consultant's history of completing projects on time?
- A4.** Identification of specific projects, original contract completion period, verification of completion of work on schedule, etc.
- Q5.** Is there a template of the detail needed to document costs considerations?

- A5.** Contractor should provide sufficient documentation and detail to document cost considerations.
- Q6.** Has the library developed any existing emergency response and/or contingency procedures? And if so, have these been tested and updated in the last 12 months?
- A6.** No.
- Q7.** Are there any federal regulatory or standards requirements that the library needs to comply with as part of this project?
- A7.** Contractor should assume that all District of Columbia regulatory requirements must be complied with.
- Q8.** Who is your current “all-risk” insurance provider? Have they recommended an inventory of credible threat for which The Library to implement preventative measures?
- A8.** The District of Columbia Government is “self insured.”
- Q9.** Would you want to include scenario based (table top) or any other type of test of the plans, as part of this overall project?
- A9.** The solicitation requires staff training plans at a minimum, the contractor has the option to provide additional information beyond the solicitation’s minimum requirements.
- Q10.** It is stated that the Library System includes the Central Library and 22 neighborhood libraries. What is the actual number of site visits that will be required to assess the sites where the special collections are located?
- A10.** DCPL estimates at least ten (10) site visits.
- Q11.** Will current recovery plans, procedures, insurance policies and documentation be made available during the assessment phase?
- A11.** There are presently no formal recovery plans, procedures, or policies in place for special collections at DCPL.
- Q12.** Was a Post Fire After Action or Lessons Learned Report published for the Georgetown Neighborhood Library? If so, will this report be available during the assessment phase?
- A12.** All relevant and pertinent information stemming from the Georgetown Neighborhood Library fire will be made available to the awardee once an award has been made.

- Q13.** Has any notification or coordination with local responders and preparedness officials been initiated to advise them of their role to support this solicitation.
- A13.** DCPL has initiated action to coordinate with appropriate personnel regarding Disaster Prevention.
- Q14.** We would like to know the exact number of locations this disaster plan is covering.
- A14.** See answer to question 10.
- Q15.** Is the deadline for the turn around time etched in stone. We anticipate that it will take us about 9 months to create such a plan and well beyond the tight turnaround time listed in your RFP.
- A15.** At present, DCPL is adhering to the established time frames.
- Q16.** There are site visits involved, It has been our experience that staff that needs to be involved in the process is not always available.
Is there designated staff who will work with the vendor, attend meeting and will fill out a pre-site visit questionnaire that takes some time to be answered.
- A16.** The successful contractor will be provided access to appropriate and key personnel.
- Q17.** If possible, please provide a chart or listing of all the Sites, Libraries, and Collections to be visited for completion of the work included in the RFP (e.g., are all 22 libraries included?)
- A17.** Contractors are to assume that at least ten (10) sites will be identified. A chart of the ten sites is not currently available.
- Q18.** What evidence would you prefer for demonstrating the “positive history of completion on time and within budget” (Page 4)?
- A18.** See answer to question 4.
- Q19.** How will the Risk Manager be involved with the project?
- A19.** The Risk Manager will be ensuring that District Guidelines regarding risk management are satisfied.
- Q20.** Please explain the approval and review processes that need to be observed throughout the project? For example, are plans and deliverables reviewed by committees or is one person responsible for determining approvals? Will

presentations be required in addition to reports? The answer to this question will help us estimate the time required for management of the project and any additional time needed for creation of approval presentations.

- A20.** Although review and approval shall be conducted by committee, specific instruction and direction will come from the Contracting Officer's Technical Representative (COTR).
- Q21.** Please indicate the volume of items (e.g., number of pages by page size, number of boxes and size, number of book volumes with approximate number of pages) that require digitization as part of the scope of work.
- A21.** This solicitation does not require any digitization.
- Q22.** Please specify whether items requiring digitization in all collections will be able to be removed from their premises to be digitized, or whether you require items to be digitized on location (especially items of unusual format, such as newspapers, plat maps, maps, large photographs, etc) that may require special equipment to be digitized. If on location, please specify the number of sites and names of the collections that will require "in place" digitization.
- A22.** This solicitation does not require any digitization.
- Q23.** The proposal requires the building of a web tool to provide citywide access to the Washingtonia digital archives. Does the proposal require the consultant to assist in product bidding, selection, and implementation? If not, what tool does the Library expect to use for this archive?
- A23.** This solicitation does not require any digitization.
- Q24.** Will access to the Washingtonia digital archives include citywide access to the digitized images or only to catalog information?
- A24.** This solicitation does not require any digitization.
- Q25.** What are the security requirements for creating and securing the Washingtonia digital archives?
- A25.** DCPL does not currently have security requirements for creating and securing the Washingtoniana digital archives.
- Q26.** Will the collections other than the Washingtonia collection need to be digitized as well? Please specify which collections need to be digitized.
- A26.** A final decision has not been made with regards to special collections being digitized.

Q27. Please identify the number of fire districts and disaster response officials that may need to be interviewed.

A27. DCPL doesn't have a estimated number.

Q28. Please identify the approximate number of staff to be met/interviewed for fact finding and the number of locations for meeting staff.

A28. A specific number has not been identified.

Q29. Does the scope of work include any actual restoration of materials?

A29. The scope of work does not include the actual restoration of materials.

Q30. May we obtain a copy of the RFP (or at least the RFP appendices) in Word format in order to facilitate completion of the required forms in an electronic format?

A30. No.

Q31. Should the Disaster Plan provided by the winning consultant cover "all" the collections at the central library and the 22 neighborhood libraries or just the "Special Collections"?

A31. Just the special collections.

Q32. Is each offeror required to submit two examples of disaster plans in its proposal? (See first bullet under Selection Criteria on page 4 of the RFP) If the answer is "yes", should offerors provide complete plans or just samples?

A32. Two examples of completed plans are required.

Q33. Please elaborate on whether or not the winning consultant will be required to offer training under this solicitation.

(See #4 where training is mentioned in the Scope of Work section on page 3.)

A33. Yes, training of a group of staff members who will become trainers of other staff members.

Q34. Regarding the collections that need to be covered by the Disaster Plan, other than at the Central Library and the Georgetown Neighborhood Library, at how many other neighborhood libraries are collections to be covered by the Disaster Plan housed?

A34. DCPL anticipates no fewer than 10 sites.

- Q35.** Regarding the collections that should be covered by the Disaster Plan and that will also be housed at the Georgetown Neighborhood Library when it reopens, where are they now and projected to be this summer?
- A35.** All are in safe storage. Some are in the process of being restored.
- Q36.** In addition to hard copies, should an electronic copy of the proposal be submitted by offerors?
- A36.** Original hard copies are necessary.
- Q37.** Please elaborate on whether the library system and/or some of the individual libraries within the system have an existing Disaster and/or Security Plan.
- A37.** DCPL does not have a disaster or security plan in place at this time.
- Q38.** Does the Public Library use a "storage depository" or "remote depositor", a place where they store materials that have very low use?
- A38.** Iron Mountain Storage is a facility for some of our Washingtoniana collection.